



## **540.5.2d DOCUMENTATION TO BE SUBMITTED BY AGENCY CONTRACTORS AND GRANTEES**

Development experience documents include those documents which describe the planning, design, implementation, evaluation and results of development assistance activities which are generated during the life cycle of the program or activity. The categories of materials listed in E540.5.2d must be submitted to the PPC/[DEI/DIS] Development Experience Clearinghouse.

### **E540.5.2d Documentation to be Submitted by Agency Contractors and Grantees**

The four categories of development experience documentation produced by USAID contractors include, but are not limited to the following categories.

#### **1) USAID Supported Research, Studies, Technical Reports and Publications**

Reports which are produced under a USAID program, development activity, contract, grant, or cooperative agreement for supporting USAID activities which document and report on development research methods and results, technology development and applications, development assistance methods and approaches, technical assistance and training methods, tools and manuals.

#### **2) Program and Development Activity Performance, Results and Evaluation Reports**

Reports which document significant evaluation findings, “lessons learned”, development results, performance measures, evaluative information and observation, such as mid-term evaluations or final reports.

#### **3) Non-Print Information Products**

Graphic, non-print media, and/or electronic information products, tools, and training materials, and CD-ROM products, produced with Agency program funds in the furtherance of a USAID development assistance activity.

#### **4) Contractor Deliverables and Other Information Products**

Contractor and grantee annual reports [to USAID management], final reports, and other contract deliverable information products. Time sensitive materials such as newsletters, brochures, bulletins, or periodic reports covering periods of less than a year are not to be submitted. [\*]

\* If no annual reports are required elsewhere, semi-annual or quarterly reports are acceptable

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*Please include the USAID contract or other agreement number with each submission.*

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